

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

District Personnel Manual Issuance System

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of DPM Chapter(s) 14

DPM Instruction No. 14-19

SUBJECT: Performance Evaluation Rating Review Process
for Employees Covered Under the Performance
Management Program (PMP)

Date: December 13, 2007

NOTE: This instruction supersedes DPM Instruction No. 14-15, *Performance Evaluation Rating Review Process for Employees Covered Under the Performance Management Program (PMP)*, dated April 11, 2006.

1. Purpose

The purpose of this instruction is to revise the information on the procedures for requesting reviews of annual performance evaluation ratings for employees evaluated using the Performance Management Program (PMP) under Chapter 14 of the D.C. personnel regulations, Performance Management.

The "Quick Reference Chart" in the attachment to this instruction summarizes the review process.

2. Provisions Concerning the Submission of Requests for Review of Annual PMP Performance Evaluation Ratings

- a. The authority for requesting reviews of annual performance evaluation ratings under the PMP is contained in section 1415 of Chapter 14 of the D.C. personnel regulations, Performance Management.
- b. An employee covered under the PMP may request a review of his or her annual performance evaluation rating as explained in this instruction. A request for review of a performance evaluation rating must be submitted within 15 calendar days of receipt of the rating.
- c. An employee must submit the request for review to his or her supervisor's immediate supervisor, hereinafter referred to as the Reviewer. The Reviewer will be designated as follows:

IF THE EMPLOYEE REPORTS TO:	THE REVIEWER WILL BE:
<ul style="list-style-type: none">• An agency manager or supervisor at any level below the agency head	<ul style="list-style-type: none">• The second level supervisor or agency Chief of Staff
<ul style="list-style-type: none">• The agency head	<ul style="list-style-type: none">• The agency Chief of Staff (or his or her designee)
<ul style="list-style-type: none">• The City Administrator	<ul style="list-style-type: none">• The Director, D.C. Department of Human Resources

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Performance Management Unit, DCHR (202) 442-9624

Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers

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- d. A request for review must be submitted using the Request for Review Form; with a copy to the agency's Human Resources (HR) Advisor. The form is available electronically at:

<http://DCHR.dc.gov/DCHR/cwp/view,a,1220,q,530757.asp>

- e. A request for review must include all of the following:

<ul style="list-style-type: none"> • A memorandum from the employee making the request explaining the basis for the request and indicating the rating desired;
<ul style="list-style-type: none"> • Any supporting documentation, including a copy of any Performance Improvement Plan(s) for the rating period subject to the request issued to the employee; and
<ul style="list-style-type: none"> • A copy of the signed and dated performance evaluation form indicating the performance evaluation rating received.

3. Review Process and Final Decision

- a. The Reviewer must process the employee's request within 30 calendar days of receiving it, and issue a written final decision to the employee. The final decision issued by the Reviewer will either (1) sustain the rating; or (2) reverse the rating to increase it:

IF THE DECISION IS TO:	THE REVIEWER WILL:
<ul style="list-style-type: none"> • Sustain the rating 	<ul style="list-style-type: none"> • Issue the final decision to the employee.
<ul style="list-style-type: none"> • Reverse the rating and increase it (i.e., from a rating of "Needs Improvement" (Level 2) to a rating of "Meets Expectations" (Level 3)). 	<ul style="list-style-type: none"> • Issue the final decision to the employee. The following actions must also be taken: <ul style="list-style-type: none"> - The employee's supervisor will complete a new performance evaluation form; - The employee's supervisor, Reviewer, and employee sign the new form; and - The employee's supervisor enters, saves, and re-approves the revised performance evaluation in the <u>Online PMP system</u>.

- b. Except in the case of employees described in section 4 of this instruction, the final decision issued by the Reviewer is the final administrative decision, and it is not subject to any further administrative appeal by the employee.

4. Performance Evaluation Rating Reviews by the D.C. Impartial Review Committee

- a. This section applies to Career Service employees covered under the PMP only.

- b. A Career Service employee covered under the PMP has the right to request a review of his or her PMP performance evaluation rating by the D.C. Impartial Review Committee (IRC) within the DCHR, as follows:

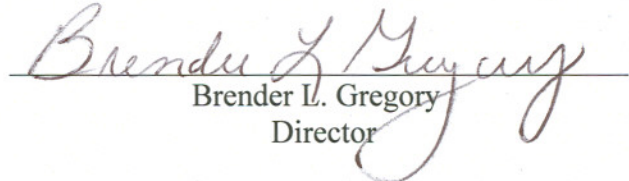
AN IRC REVIEW MAY BE REQUESTED WHEN EITHER OF THE FOLLOWING CONDITIONS IS MET:	WHEN EITHER OF THE CONDITIONS IS MET THE EMPLOYEE MAY:
<ul style="list-style-type: none"> The final decision issued by the Reviewer is to SUSTAIN the rating 	<ul style="list-style-type: none"> Submit a request to the IRC, in writing, within 15 calendar days from the date he or she received the Reviewer's final decision
<ul style="list-style-type: none"> The Reviewer FAILS to issue a final decision 	<ul style="list-style-type: none"> Submit a request to the IRC, in writing, within 15 calendar days from the end of the 30-day period for the Reviewer to issue a final decision

- c. The request to the IRC Panel must be presented in the Request for Review Form, available electronically at:

<http://DCHR.dc.gov/DCHR/cwp/view,a,1220,q,530757.asp>

- d. Upon completing the review process, the IRC Panel will issue a final agency decision to the employee.
- e. The decision of the IRC Panel is the final agency decision. The employing agency is bound by the decision of the IRC Panel. In the case of a final decision affecting a performance evaluation rating that results in removal, the employee is entitled to appeal the decision to the Office of Employee Appeals (OEA).
- f. **Right to Appeal a Performance Rating to the D.C. Impartial Review Committee**

In accordance with DPM Instruction No. 14-18, *Submission of Request for Review of Performance Rating to the D.C. Performance Rating Impartial Review Committee*, dated April 5, 2007, a Career Service employee's right to appeal a performance rating is limited to a performance rating of "Does Not Meet Expectations" under the PMP. The IRC panel will conduct a "paper review" for requests for performance reviews received prior to April 5, 2007.


Brender L. Gregory
Director

Attachment: PMP – Performance Evaluation Rating Review Process – Quick Reference Chart

**PMP – PERFORMANCE EVALUATION RATING REVIEW PROCESS
QUICK REFERENCE CHART**

<i>Who may request a review of a Performance Management Program (PMP) performance evaluation rating?</i>	<i>What is the deadline for submitting a request for review?</i>	<i>To whom must the employee submit the request for review?</i>	<i>What must the request for review include?</i>	<i>What will the Reviewer do?</i>
<ul style="list-style-type: none"> Any employee covered under the PMP who received an official performance evaluation rating. 	<p>An employee has 15 calendar days from the date he/she receives the official performance evaluation form to submit a request for review.</p>	<p>The employee must submit the request for review to his/her supervisor's immediate supervisor (the "Reviewer"), in writing. The Reviewer is designated as follows:</p> <p>If the employee reports to a manager or supervisor at any level below the agency head → the Reviewer is the second level supervisor;</p> <p>If the employee reports to the agency head → the Reviewer is the agency Chief of Staff (or his or her designee); and</p> <p>If the employee reports to the City Administrator → the Reviewer is the Director, D.C. Department of Human Resources (DCHR)</p>	<p>The request for review must include all of the following:</p> <ul style="list-style-type: none"> A <u>memorandum</u> explaining the basis for the request and indicating the performance rating level desired; Any <u>supporting documentation</u>, including a copy of any Performance Improvement Plan(s) issued for the rating period subject to the request; and <p>A <u>copy of the signed and dated performance evaluation form</u> indicating the performance rating received.</p>	<p>The Reviewer must process the request within 30 calendar days of receiving it; and issue a <u>final decision</u> to the employee, in writing, to either:</p> <ul style="list-style-type: none"> Sustain the rating received; or Reverse the rating, and increase it. <p>Except in the case of Career Service employees evaluated using the PMP, for all other employees covered under the PMP, the final decision issued by the Reviewer is the <u>final administrative decision</u>, and it is not subject to any further administrative appeal.</p> <p>A Career Service employee covered under the PMP may request an "additional review" by the D.C. Impartial Review Committee (IRC) within the DCHR, for a rating of "Does Not Meet Expectations" (Level 1)</p>